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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 24 September 1957

FROM : Chief, Intelligence Production Faculty

SUBJECT: Weekly Activities Report No. 39
18 September - 24 September 1957

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I. SIGNIFICANT ITEMS

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Nothing to report.

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II. OTHER ACTIVITIES

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B. [] JOT's have enrolled for Intelligence Techniques Course No. 8 which begins Monday, 30 September.

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C. Reading Techniques Course No. 38, which started Monday, 23 September, was not announced in the Registrar's reminders in the August OTR Bulletin. The error was corrected, and the course was announced in the September Bulletin, which reached [] desk 17 September, one day after the registration deadline. The Registrar also informed the Training Officers by telephone about the course on 16 September, the registration deadline.

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D. [] students who registered late started Reading Techniques Course No. 38 on 23 September. They are [] from ORR, [] from General Counsel, and [] from WH and the Office of the Comptroller. Their grades are: GS-15 - 2, GS-13 - 1, GS-9 - 1, and GS-7 - 2. Miss [] is teaching this class.

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E. [] FBID editors who had requested that a special afternoon session of the Reading Techniques course be conducted for them beginning 23 September cancelled their training requests, because of conflicting vacation schedules. The cancellation of the commitment inconvenienced the Registrar's Office as well as the Reading Improvement faculty.

F. A&E Staff finished drafting the items for two revised informational reading tests last week. [] reviewed and organized the tests, and the tests were given to Reading Techniques No. 38 on 23 September. With A&E's continued assistance, [] will begin working on two more tests this week.

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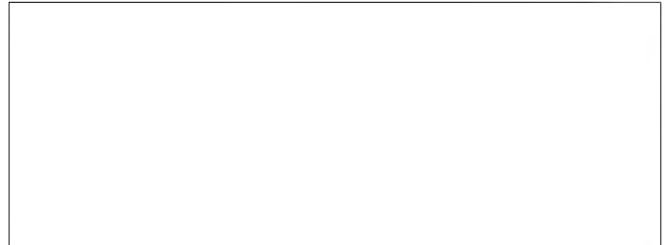
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G. The carpenters finished arranging the new quarters for the Reading Lab last week. Only a few details, such as electrical outlets and nails for clocks, remain to be completed. One GE clock was lost during the move.

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III. PERSONNEL NOTES

Nothing to report.



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